

# Vacancy Announcement

## DEPARTMENT OF THE TREASURY TREASURY, OFC OF INSPECTOR GENERAL FOR TAX ADMIN

**Vacancy Announcement Number:** TG3015-00

**Opening Date:** 08/07/2000

**Closing Date:** 08/25/2000

**Position:** AUDITOR  
GS-0511-13

**Salary:** \$62253 per year - \$80926 per year

**Promotion Potential:** GS-13

**Duty Location:** Few vacancies at CHICAGO ILLINOIS MET, IL

This position is located in the Associate Inspector General for Audit, Headquarters Operations and Exempt Programs Branch.

**Applications will be accepted from:** Open to all qualified persons.

### **Major Duties:**

The incumbent is responsible for conducting complex managerial and financial audits and special assignments to assess program efficiency, effectiveness and compliance with program laws, regulations and other provisions. Conducts research to analyze internal and external information to assess risk factors and identify high-risk areas. Identifies, develops and quantified audit outcomes for findings and recommendations that result in cost savings, program improvements, or revenue enhancement. Provides sufficient, competent and reliable evidence to support audit issues on integrity situations. The incumbent promotes quality of complete audits through involvement in the audit from the planning stages through the review process, to the draft and final report; prepares internal memorandums, drafts the final reports and correspondence, and presents the results to the audit manager. Develops and maintains technical or issue expertise; and networks with others working in similar areas. Uses advanced computer audit techniques to retrieve, analyze and test data during audits or for completion of projects. Prepares various written reports and integrates these reports from various sources into a cohesive report. Conducts meetings and conferences with auditors at all levels, including executive management.

### **Qualifications Required:**

Applicant must have one year of specialized experience equivalent to the next lower grade, which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position. Experience is typically in or related to the work of the position described.

#### **Basic Requirements:**

A. Degree: accounting; or a degree in a related field such as business administration, finance, or public administration that included or was supplemented by 24 semester hours in accounting. The 24 hours may include up to 6 hours of credit in business law. (The term 'accounting' means 'accounting and/or auditing' in this standard. Similarly, 'accountant' should be interpreted, generally, as 'accountant and/or auditor'.)

OR

B. Combination of education and experience--at least 4 years of experience in accounting, or an equivalent combination of accounting experience, college-level education, and training that provided professional accounting knowledge. The applicant's background must also include one of the following:

1. Twenty-four semester hours in accounting or auditing courses of appropriate type and quality. This can include up to 6 hours of business law;
2. A certificate as Certified Public Accountant or a Certified Internal Auditor, obtained through written examination; or
3. Completion of the requirements for a degree that included substantial course work in accounting or auditing, e.g., 15 semester hours, but that does not fully satisfy the 24-semester-hour requirement of paragraph A, provided that (a) the applicant has successfully worked at the full-performance level in accounting, auditing, or a related field, e.g., valuation engineering or financial institution examining; (b) a panel of at least two higher level professional accountants or auditors has determined that the applicant has demonstrated a good knowledge of accounting and of related and underlying fields that equals in breadth, depth, currency, and level of advancement that which is normally associated with successful completion of the 4-year course of study described in paragraph A; and (c) except for literal nonconformance to the requirement of 24 semester hours in accounting, the applicant's education, training, and experience fully meet the specified requirements.

**Knowledges, Skills and Abilities Required:**

Candidates should submit a narrative statement on a separate page(s) with specific responses to the knowledge, skills, and abilities (KSAs) in this announcement. Failure to submit your narrative response to the KSAs for this job may negatively affect your eligibility and/or rating for this position.

1. Effectively and successfully demonstrates the ability to make decisions during the planning and execution of audit assignments with minimal supervision.
2. Routinely uses computer audit techniques to retrieve, analyze and test data, and to document work papers during audits.
3. Effectively and successfully communicates both orally and in writing.

**Basis of Rating:**

For CTAP and ICTAP, well-qualified means that the applicant meets the qualification standard and eligibility requirements for the position, meets minimum educational and experience requirements, meets all selective factors where applicable, and is able to satisfactorily perform the duties of the position upon entry.

Applicants meeting basic eligibility requirements will be rated and ranked on the knowledges, skills and abilities, and other characteristics (KSA's) required to perform the duties of the position. Please review KSA's carefully. Include in the write-ups such things as experience in and out of Federal service that gave you the specific knowledge, skill or ability; objectives of your work; and evidence of your success (such as accomplishments, awards received, etc.)

**Pay, Benefits and Work Schedule:**

This is a permanent, career-conditional appointment. Selectee will be eligible for health

and life insurance, annual (vacation) and sick leave and will be covered under the Federal Employees Retirement System.

This position will be filled on a full-time permanent basis. Upon completing any required probationary period, the position will be permanent.

**Conditions of Employment:**

A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

Occasional travel may be required.

This position requires completion of a one year probationary period.

This is a moderate risk position and requires a favorable background investigation before placement into the position.

**Other Information:**

Applications will be accepted from status and nonstatus candidates. Candidates who wish to be considered under both merit promotion and competitive procedures must submit two (2) complete applications. When one (1) application is received, it will be considered under the merit promotion announcement.

Time in grade restrictions must be met by the closing date of the announcement.

First consideration will be given to CTAP and ICTAP eligibles

If claiming 5 point veterans' preference, a DD-214 must be submitted. If claiming 10 point veterans' preference, both a DD-214 and SF-15 must be submitted.

Applicants must meet all qualification requirements by the closing date of the announcement.

**How To Apply:**

Applications must be received by the closing date of the announcement to receive consideration.

Applicants must submit a copy of their college transcript or a list of college courses that includes hours and grades.

Status candidates who wish to be considered under both merit promotion and competitive procedures must submit two (2) complete applications or resumes. When only one (1) is received it will be considered under the merit promotion program only.

You may apply by submitting a Resume or an "Optional Application for Federal Employment" (OF-612) for this vacancy announcement. Resumes must include the following information (in addition to specific information requested elsewhere in this vacancy announcement): announcement number, veteran's preference, and social security number. Applications should include all experience, education, training, self-development, awards, commendations, outside activities, or other information relevant to the announced vacancy.

Applicants unable to provide their most recent performance appraisal must provide written justification for its absence.

Failure to submit all required documents and information requested by the closing date of this announcement may result in your not receiving full consideration. Applicant's qualifications will be evaluated solely on the information submitted in their applications.

Materials submitted as a part of your application will not be returned.

Faxed materials will not be accepted.

Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position to receive consideration for special priority selection. See Basis for Rating for definition of "well qualified". Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605 (a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.

Applicants must submit a copy of their most recent performance appraisal and Notification of Personnel Action (SF-50) showing position title, series, and grade.

**For additional information about this position please contact:**

DIANE GRAHAM

2026228732

**Submit your application package to:**

TREASURY, OFFICE OF INSPECTOR  
GENERAL FOR TAX ADMINISTRATION  
1111 CONSTITUTION AVENUE NW  
ROOM 6309  
WASHINGTON, DC 20224

The Federal Government is an Equal Opportunity Employer.

Selection for this position will be made without regard to political, religious, or labor organization affiliation or non-affiliation, marital status, race, color, sex, national origin, non-disqualifying handicapping condition or age.

The Treasury Inspector General for Tax Administration provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed on this vacancy announcement.